

Michigan Supreme Court

State Court Administrative Office

Administrative Guide

**When you are preparing department correspondence or reports,
this guide should be your first point of reference.**

**If questions arise that are not addressed in this guide,
please refer to the Gregg Reference Manual.**

October 2005

I. Introduction

PURPOSE

Correspondence and report writing offer opportunities to communicate the Supreme Court's policies to the public, state agencies, and courts in a positive way. All correspondence and reports should provide helpful, courteous, and accurate information. Further, all employees should be mindful that anything that leaves the office may be quoted in a publication or otherwise circulated. A badly prepared document reflects poorly on both its author and the Court. This guide is provided for use by State Court Administrative Office employees in preparing correspondence, e-mails, and staff reports. It contains basic formatting instructions and examples.

CORRESPONDENCE OBJECTIVES

Tone should be polite, respectful, cooperative, and professional.

Content should be clear, concise, accurate, reliable, understandable, timely, responsive, and free of grammatical and spelling errors.

Presentation should be uniform in style and appearance.

Follow the Gregg Reference Manual for grammar and style unless stated otherwise.

DO NOT USE THE GRAMMAR CHECK FEATURE IN MICROSOFT WORD. THERE ARE TOO MANY VARIABLES IN GRAMMAR FOR THIS FEATURE TO BE EFFECTIVE AND/OR ACCURATE.

II. Letters

See Attachment A for an example.

1. Use letterhead template.
2. Use modified block style with indented paragraphs.
3. Use Times New Roman font in 12 point.
4. Begin typing below the section break after the letterhead logo.
5. Use 1" left and right margins (unless necessary to adjust for length—see #8 below).
6. Use standard punctuation:
 - a. no punctuation at end of inside address lines
 - b. colon after salutation
 - c. comma after closing

7. Single space paragraphs and insert one blank line between paragraphs.
8. Limit letters to one page if possible. To gain space:
 - a. delete line(s) between the date and the inside address (minimum 2 blank lines)
 - b. reduce margin (minimum .75" for right, left, and bottom margin)
 - c. decrease font size (minimum 11 point)

In general, do not shrink font size below 11 point, or decrease the margins below .75. The goal is to limit the letter length to one page, if possible, but it is more important to make it easy to read.

9. Lengthen letters, if necessary, by adding lines between the date and inside address or making margins wider.
10. Spell out the date.
11. Start the inside address four to six lines below the date.
12. Address letters to state legislators as follows:

The Honorable John Doe
Michigan Representative
(Building and Room Number)
Lansing, Michigan (ZIP)

Dear Representative Doe:

The Honorable John Doe
Michigan Senator
(Building and Room Number)
Lansing, Michigan (ZIP)

Dear Senator Doe:

Address letters to other state officials as follows:

The Honorable Terri Lynn Land
Secretary of State
P.O. Box or Street Address
Lansing, Michigan (ZIP)

Dear Secretary Land:

The Honorable Michael A. Cox
Attorney General
P.O. Box or Street Address
Lansing, Michigan (ZIP)

Dear General Cox:

The Honorable Jennifer M. Granholm
Governor
P.O. Box or Street Address
Lansing, Michigan (ZIP)

Dear Governor Granholm:

Address letters to judges as follows:

The Honorable Chad C. Schmucker
Chief Judge
4th Circuit Court
Jackson County Courthouse
312 S. Jackson Street
Jackson, Michigan 49201

The Honorable Preston G. Thomas
Chief Judge Pro Tem
50th District Court
70 N. Saginaw Street
Pontiac, Michigan 48342

Dear Chief Judge Schmucker:

Dear Judge Thomas:

Note: The appropriate salutation for a chief judge pro tem is "Dear Judge," not "Dear Chief Judge." A chief judge pro tem is not considered a chief judge. He is a judge who temporarily acts on behalf of the chief judge when the chief judge is absent.

13. Spell out state names or use the two-letter postal abbreviations. Note that the preferred way is to spell out the state name in a letter address. However, addresses in our TCIS database use the two-letter postal abbreviation. The U.S. Postal Service prefers the two letter abbreviation on envelopes, but it is not mandatory. Since our software typically uses the inside address of a letter to create envelopes, either way is correct.
14. Use two lines and indent the second line two spaces if the address is too long to fit on one line.

Mr. Don Blackburn
Executive Director
Interstate Commission for Adult
Offender Supervision
P.O. Box 11910
Lexington, Kentucky 40578-1910

15. Place *Re:* (regarding) at the left margin, with one blank line between the end of the address and the *Re:* line. As a general rule, capitalize the first letter of all words that contain four or more letters.
16. Use "Thank you for your [recent] letter regarding" for an introductory paragraph when appropriate. Do not refer to the date of the correspondence received. Use *recent* when the letter is one month old or less.
17. Begin letters addressed to and referred by the State Court Administrator with "Thank you for your [recent] letter to the State Court Administrator regarding Your letter has been referred to me for reply." When appropriate, include in the letter the name of a State Court Administrative Office (SCAO) contact person, along with a phone number. Do this whether or not it is for Carl's signature. (In most cases, do not advise the recipient to contact the State Court Administrator.) Keep letters concise.

18. Begin letters referred by the State Court Administrator but addressed to someone other than the State Court Administrator with "Thank you for your [recent] letter regarding . . . The State Court Administrator has also contacted me on your behalf."
19. Place the recipient's name, page number, and date at the top left margin of succeeding pages in the following format. Begin text three lines below the header.

Mr. John Smith
Page 2
July 1, 2005

Text begins here.

20. Use *Sincerely* as the complimentary closing. Begin the closing five spaces to the right of the center of the document.
21. Type reference initials on the letter with one blank line between the last line of the signature and the reference initials. Type the author's initials in upper case caps, then a slash, and then the typist's initials in lower case. If the author is the same as the signatory, you need only the typist's initials.

CLG/fsg or fsg
22. Note *Enclosure(s)* on the second line below the closing if sending enclosures. Capitalize the *E* in *Enclosure*. It is not necessary to list each item.
23. Type *cc:* (courtesy copy) on the second line below the "Enclosure" notation. List the persons being copied in order of rank. Make sure when a courtesy copy is indicated on the letter that it is in lower case (not *Cc:* or *CC:*).

Sincerely,

Carl L. Gromek

EAB/fsg
Enclosure
cc: Michael Gadola
Mark Gates

Tech tip: The feature that always capitalizes the first letter of a sentence can be toggled off. Go to |Tools | Auto Correct Options and click on the "Auto Correct Tab." Remove the check mark next to "Capitalize first letter of sentences."

24. Use two spaces between sentences.
 25. Use the spell check feature. However, remember this feature is only making suggestions; it may not be correct for your particular situation. **Proofread for correctly spelled but incorrectly used words, such as *that* for *than*.**
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III. Memoranda

See Attachment B for an example.

1. A Microsoft Word memorandum template may be used for **informal** correspondence, in place of a letter, to state agencies or courts.
2. You do not have to use a memorandum template for internal memoranda between SCAO staff.
3. Spell out the date.

December 1, 2000

4. Use a brief *RE:* to clearly identify the subject matter. In general, capitalize the first letter of all words that contain four or more letters.
5. Begin typing the body of the memo below the section break.
6. Single space paragraphs and insert one blank line between paragraphs.
7. Use Times New Roman font in 12 point. Use 1" left and right margins.
8. Use left justification with a modified block indent style.
9. Note *Attachment(s)* at the left margin, second line below the last line of the last paragraph if including attachments.
10. Place *cc:* below *Attachment(s)* if both *Attachment(s)* and *cc:* are used.
11. Place the recipient's name, page number, and date at the top left margin of succeeding pages in the following format. Begin text three lines below the header.

Mr. John Smith
Page 2
July 1, 2005

Text . . .

12. Type reference initials on the memorandum, with one blank line between the last line of the memorandum and the reference initials. Type the author's initials in upper case caps, then a slash, and then the typist's initials in lower case. If the author is the same as the signatory, you need only the typist's initials.

CLG/fsg or fsg

13. Insert two spaces between sentences.

IV. Procedures for the Offices of State Court Administrator and Supreme Court Counsel

State Court Administrator

If appropriate, use the Distribution Request form procedure found in Section V below. Follow the same procedures as listed under Section II above for letter format. Remember to include Carl's middle initial for his signature line: Carl L. Gromek. There is no need to add the title under his name on letters as his title is on his letterhead. (See Attachment A.)

If the distribution form approval process is not required, either bring the letter to Carl's office or e-mail it to Carl with a copy to Fran. If delivering a document, make sure Fran knows about it or reviews it before putting it into Carl's box. **Advise Fran of the deadline or urgency.**

Advise Tami Rewerts of any correspondence or documents that require Dawn Monk's signature or review.

Appropriate support staff must proof all letters for signature.

Supreme Court Counsel

If sending documents for approval by e-mail, please copy Fran. If delivering documents, **inform Fran of deadlines and urgency.** Do not place papers on Mike's chair.

Scheduling Meetings

Fran Goff and/or Tami Rewerts can schedule meetings for Carl, Dawn, Mike, or Mark. Appointments are added to their GroupWise calendar. Feel free to use the "busy" feature in GroupWise before scheduling meetings.

V. Distribution Request Form and Process

A completed Distribution Request form must accompany documents prepared for the signature of the State Court Administrator, Deputy State Court Administrator, Supreme Court Counsel, or

director(s), as well as all information distributed through weekly or separate SCAO mail. See the form at: <O:/files/cent/all/rs900/cat914/internal/DistributionRequestForm.doc>.

The completed request must:

1. Provide all information described in the REQUEST section, including the signature or initials of the person(s) who proofread the materials.
2. Identify the type of distribution (weekly, separate) in the DISTRIBUTION section.
 - a. In most instances, check the box for Recent Communications Page under Weekly Distribution and the appropriate court categories. If the distributed item updates current web content, identify the location on the line provided.
 - b. When separate distribution is necessary, check the appropriate box(es) for method of distribution, as well as those that identify the recipients.
3. Include the signature for verification of format and web location in the APPROVAL section.
4. Include the signature of the appropriate director (plus legal counsel and/or the State Court Administrator or Deputy State Court Administrator as necessary) in the APPROVAL section.

NOTE: The check boxes for "Resource File" and "Updates Publication" are on the form to remind TCS staff to place a printed copy of the document in the appropriate resource file and to identify any publications that may be affected by the document. The drafter is responsible to file or notify as appropriate.

When the appropriate approvals have been obtained, the form and accompanying materials should be returned to the drafter for paper distribution or delivered (including electronic/PDF files) to Deb Marks/Margie Boerner for posting and/or e-mail distribution.

VI. Electronic Mail

Electronic mail is a quick and efficient communication tool. Follow these tips for effective e-mail messages.

- Keep it professional.
- Write an eye-catching subject line.
- Review, revise, and edit e-mail for content, presentation, and tone before sending. Errors detract from the message and diminish the sender's credibility. A harsh tone, whether or

not intended, can alienate the recipient.

- Obtain the author's permission before forwarding an e-mail to anyone other than Supreme Court or SCAO staff. Be aware that e-mail may have been written differently had the author known it was going to be forwarded to someone outside the organization.
- Use standard capitalization. Messages typed in all capital letters are difficult to read, and typing in all caps is considered "shouting."
- Copy e-mails sent to directors to support staff. The list below is provided for your convenience.

Director	Division	Support Staff
Carl Gromek	Chief of Staff/State Court Admin.	Frances Goff
Michael Gadola	Supreme Court Counsel	Frances Goff
Mark Gates	Deputy Supreme Court Counsel	Tami Rewerts
Dawn Monk	Deputy State Court Administrator	Tami Rewerts
Deb Green	Regional Administrator, Region I	Esther Davis
Jim Hughes	Regional Administrator, Region II	April Morris
Bruce Kilmer	Regional Administrator, Region III	Sherri Swan
Jim Covault	Regional Administrator, Region IV	Helen Cook
Dawn McCarty	Director, Michigan Judicial Institute	Denise Kruger
Doug Van Epps	Director, Office of Dispute Resolution	Cathie Toshach
Marcus Dobek	Director, Judicial Information Systems	Rob Bennett
Dan Wright	Director, Friend of the Court Bureau	Darla Brandon
Nial Raaen	Director, Trial Court Services	Deb Marks
Kathryne O'Grady	Director, Child Welfare Services	Kathryne Falconello

VII. Effective Writing Tips

- Begin with the important point of the correspondence. Important ideas placed somewhere other than in the opening paragraph may be overlooked.
- Determine the purpose and make your writing action oriented. What do you hope to achieve?
- Focus on achieving results. What do you want your reader to do?
- Be aware of your audience. Write clearly and concisely to ensure that the reader can easily understand your message.

VIII. Helpful Grammar Hints and Tips

- Spell out names and places the first time they appear in a document, followed by their abbreviations, acronyms, or initialisms enclosed in parentheses. (See Attachment C for examples of punctuation in abbreviations or acronyms.)

State Court Administrative Office (SCAO)

An **acronym** is an abbreviation that is formed from the first letters of a series of words. Acronyms are pronounced as *words* (such as SKAYO for SCAO). An **initialism** is an abbreviation that is formed by combining the initial letter of each word in a multiword term. Initialisms are pronounced as separate letters (such as S-C-A-O).

Courts reading our correspondence read SKAYO or S-C-A-O. They know it means *the State Court Administrative Office* but they read it either as an acronym or initialism, not the full name. In Michigan, *SCAO* refers to that specific entity that is referred to as *SKAYO* or *SCAO*. It is similar to a person's first name, like George. You would not say, *the George*.

In Michigan, when we receive memoranda from DMB, we read the acronyms D-M-B even though we know it means *the Department of Management and Budget*. We don't read *the DMB*. Union members, on the other hand, precede the acronym names of their organizations with the article *the*, as in, *I'm a member of the AFL-CIO* or *the UAW*.

If an acronym is formed from a name beginning with "the" generally don't use "the" with the acronym. The National Aeronautics and Space Administration becomes NASA. However, there are always exceptions such as *the FBI* and *the CIA*.

If an abbreviation or acronym is used as an adjective with a singular word, use "the."

The SCAO staff makes everything run smoothly.

If an abbreviation or acronym is used as an adjective with a plural word, don't use "the."

SCAO guidelines state that all written correspondence must be proofread first.

When writing a formal report for a general audience, use the full title, *the State Court Administrative Office*, and then, *the SCAO*. When sending out correspondence to courts, drop the articles before SCAO and the regional offices, as in: *Please respond to SCAO*, or *Please return to Region I*.

When in doubt assume your audience refers to us as S-C-A-O (not SKAYO).

- See Attachment D for examples of how to punctuate lists.

- Spell out *percent*; do not use the symbol (%).
- Phone numbers should be displayed with hyphens: 517-373-0128
- Use *Enclosure* for a letter and *Attachment* for a memo. Documents are typically stapled (or attached) to memoranda but not to letters; rather, documents are included (enclosed) with letters but are unattached.
- Use *RE:* in memoranda and *Re:* in letters.
- Prefixes: Do not hyphenate to set off the prefix. (See Gregg ¶833 and Attachment E.)

codefendant nontaxable nonviolent pretrial

- Use *Sincerely* for the complimentary closing.
- Use a post office box when it is included in an address. This entry should be just above the city, state, and zip code as the postal scanners read from the bottom upward. If you are using overnight mail, you must use a street address. The U. S. Postal Service prefers *PO Box* without periods; however, it is not mandatory. Using *P.O. Box* would still be correct. Our TCIS system has *PO Box* without the periods.
- When wrapping proper names, dates, or addresses to another line:

Divide names between the given name (middle initial, if any) and surname:

...John B.
Doe

Not: ...John
B. Doe

Divide dates between the day and the year, but not between the month and the day:

...January 1,
1993....

Not: ...January
1, 1993....

Divide addresses after the street name:

...714 Harrison
Road

Not: ...714
Harrison Road

Tech tip: To code a space so that it does not break: hold down **CTRL** and **SHIFT** at the same time you hit the space bar.

- Avoid dividing a word at the ending of a line, whenever possible.

Tech tip: To prevent automatic hyphenation, click on [Tools | Language | Hyphenation]. Remove the check mark next to "Automatically hyphenate document."

When word division is unavoidable, divide words only between syllables. Some syllable breaks shown in the dictionary are not acceptable as points of word division. (See Gregg ¶¶ 903-904).

- Use abbreviations sparingly. When in doubt, spell it out. Always spell out the word *and*. Use an ampersand (&) only if it is an actual part of a business name.

- Dates:

Do not use punctuation when using only the month and year.

February 2005

Place commas after both the day and the year when using the complete date.

As of February 2, 2005, the report was no longer necessary.

Place commas after both the day and the year when using the date as a modifier.

The February 2, 2005, report is no longer necessary. (See Gregg ¶411.)

- Quotation Marks with Other Punctuation:

Place periods, commas, and exclamation marks **inside** the quotation marks.

Place semicolons and colons **outside** the closing quotation mark.

Place question marks either **inside** or **outside** the quotation marks depending on the situation. (See Gregg ¶249 and ¶254.)

- Word Usage:

Use *that* with restrictive clauses (those needed to complete the point of the sentence). Never put a comma before the word *that*.

A company that diversifies often succeeds.

Use *which* with nonrestrictive clauses (those which can be deleted without changing the meaning of the sentence). Always put a comma before the word *which* and after the nonrestrictive clause it introduces.

The dog, which was old, slept all day.

Use *who* when a subject is required. If you can substitute the word *he* or *she*, use *who*.

That boy is the one who gave us trouble.
(He gave us trouble; not, him gave us trouble.)

Use *whom* when an object is required. If you can replace the word with *him* or *her*, use *whom*.

This is the person whom I really care about.
(I really care about him; not, I really care about he.)

- Use singular and possessive forms properly.

Personal Protection Order (PPO)

Personal Protection Order (singular):
A PPO is needed immediately.

Personal Protection Order's (singular possessive):
A PPO's expiration date is required.

Personal Protection Orders (plural):
A number of issues have arisen regarding PPOs.

Personal Protection Orders (plural possessive):
A number of PPOs' expiration dates are not accurate.

- Ellipsis Marks:

Ellipsis marks are three space periods, with one space before and after each period. For further discussion and examples, please see the Opinion Manual or Gregg Reference Guide.

- **See the Michigan Supreme Court Opinion Manual for additional examples.**

IX. Legal Citations

Refer to the Michigan Supreme Court Opinion Manual and the Michigan Uniform System of Citation, Administrative Order No. 1987-2.

- Italicize the names of cases. Underscoring should not be used to indicate italics.

Mayberry v Pryor, 422 Mich 579; 374 NW2d 683 (1985).

Note: There is not a period after the "v."

- Refer to a case that has already been cited in full by the plaintiff's name.

In *Mayberry*, the Supreme Court upheld the principle of . . .

- Indicate the year followed by the act number when citing public and local acts.

1937 PA 286

- Use an MCL citation with or without the public act number.

MCL 487.703

or

1937 PA 28, MCL 487.703

- **See the Michigan Supreme Court Opinion Manual for detailed examples of legal citations.**

X. Staff Reports

Guidelines for Administrative Matters

Here is an updated version of the "nuts and bolts" information you will need to type a staff report for an administrative file. This version specifies the change to 13-point Times New Roman typeface for text and 12-point for footnotes, and there also is some revised boilerplate language for orders. As for other style and grammatical decisions, please follow the Opinion Manual to the extent possible. Conference discussions and internal memoranda are confidential and should not be disclosed absent specific direction. If in doubt, do not disclose. The content of administrative reports will depend on the nature of the assignment. However, there are some general guidelines. Administrative reports generally lend themselves to a general outline discussion. Here are the basic sections that work most of the time:

Below is how the top part of the first page of a staff report should look (put "XX" for date, Sally will fill this in when she e-mails it to the ADM Group).

ADM File No. 2002-30

Staff Report #1
Lynn Richardson
February XX, 2005

Proposed Amendment of
Rule 2.106 of the
Michigan Court Rules

SUMMARY: A short explanation of the proposal and its sponsor, and specifically what is recommended and why.

BACKGROUND: Explain what led to the proposal, including relevant statutes and rules.

DISCUSSION: Discuss the results of research and analysis in this matter.

CONCLUSION: State the recommendation, which was already succinctly stated in the Summary.

Sally LaCross is knowledgeable about the entire administrative process and will be glad to help you. Sally maintains past and current administrative agendas and minutes. She also can help you search administrative indexes to determine whether a matter may have been considered previously by the Court.

In the usual course of business, a draft report should be submitted for comments to Michael Gadola. If Mike has changes or comments, he will return it to the author for revising. When the report has final approval from Mike, he will send an undated electronic version to Sally LaCross for final proofing, or ask the report's author to do so. The attachments can be sent electronically or delivered in hard copy. After proofing, Sally will then circulate all reports to the Court (administrative group) electronically after Lynn Richardson reviews them. If the attachments are not available in electronic form, they will be sent to the Justices in pdf form. With few exceptions, hard copies of reports are not distributed.

In order to maintain consistency of presentation, **reports** should be typed in Times New Roman 13 (footnotes in 12-point). Please tab once for each paragraph and use double spacing except for quotations and when other special emphasis is desirable. In the order, each paragraph should be single-tabbed and the text of each rule and subrule should be indented.

Orders

*A proposed order is typically attached as an appendix to the staff report. The font size in proposed **orders** is 12 point. Generally, it consists of considerable boilerplate, which includes an introductory paragraph and a staff comment. Here is typical introductory text for a rule proposal, followed by typical text for provisions that have been adopted, retained, withdrawn, and rejected. Boilerplate language can change to fit circumstances.*

On order of the Court, this is to advise that the Court is considering an amendment of Rule 3.210 of the Michigan Court Rules. Before determining whether the proposal should be

adopted, changed before adoption, or rejected, this notice is given to afford interested persons the opportunity to comment on the form or the merits of the proposal or to suggest alternatives. The Court welcomes the views of all. This matter will be considered at a public hearing by the Court before a final decision is made. The schedule and agendas for public hearings are posted on the Court's website, www.courts.michigan.gov/supremecourt.

Publication of these proposals does not mean that the Court will issue an order on the subject, nor does it imply probable adoption of the proposals in their present form.

Order for adoption

On order of the Court, notice of the proposed changes and an opportunity for comment in writing and at a public hearing having been provided, and consideration having been given to the comments received, the following amendments of Rules 7.302 and 7.306 of the Michigan Court Rules are adopted, effective May 1, 2003.

Order for retention

By order dated November 1, 2002, this Court amended Rule 15 of the Rules Concerning the State Bar of Michigan, effective immediately. 467 Mich xlv (No. 3, 2002). At the same time, the Court stated that it would consider at a future public hearing whether to retain the amendment, which increased from 12 to 18 the number of members on the Standing Committee on Character and Fitness. Notice and an opportunity for comment at a public hearing having been provided, the amendment of Rule 15 is retained.

Order for withdrawal

On order of the Court, the State Bar of Michigan's proposed amendment of Rule 17 of the Rules Concerning the State Bar of Michigan was published for comment at 459 Mich 1209 (1998), and an opportunity was provided for comment in writing and at several public hearings. The State Bar having subsequently withdrawn its proposal, this administrative file is closed without further action.

Order for rejection

On order of the Court, the proposed amendment of Rule 2.112 of the Michigan Court Rules having been published for comment at 459 Mich 1209 (1998), and an opportunity having been provided for comment in writing and at a public hearing, the Court declines to modify the court rule. In light of the recent enactment of . . . , the Court is persuaded that the proposed amendment is unnecessary. This administrative file is closed without further action.

* * *

Here is the form for a typical staff comment before and after adoption of a proposal:

Before adoption

Staff Comment: The proposed amendment of State Bar Rule 4 would establish a \$15 annual assessment for the Client Protection Fund administered by the State Bar to reimburse clients who are victimized by lawyers who misappropriate funds entrusted to them. This would be in addition to the annual amounts set by the Supreme Court to fund the attorney-discipline system and for other expenses of the State Bar. The Court is considering increasing the amount dedicated to the attorney-discipline system to \$120 in October 2003, and by \$5 each year thereafter until the amount reaches \$140 in October 2007. The Representative Assembly of the State Bar will consider in February 2005 whether to ask the Court to make changes in the general dues provisions of Rule 4.

The staff comment is published only for the benefit of the bench and bar and is not an authoritative construction by the Court.

A copy of this order will be given to the Secretary of the State Bar and to the State Court Administrator so that they can make the notifications specified in MCR 1.201. Comments on these proposals may be sent to the Supreme Court Clerk in writing or electronically by May 1, 2005, at P.O. Box 30052, Lansing, MI 48909, or MSC_clerk@courts.mi.gov. All comments will be posted on the Court's website. When filing a comment, please refer to ADM File No. 2002-38.

After adoption

Staff Comment: The January XX, 2003, amendment of MCR 8.116, effective May 1, 2003, is based on a recommendation from the Michigan Press Association and is similar to the Asealed record rules@ found in MCR 8.119(F).

You will be notified when your matter is scheduled for conference discussion. It is likely that you will be asked to attend the conference in person. If the proposal you are assigned is published for comment, you will receive copies of all comments received and will be notified as the date for public hearing approaches. At that time, you probably will be asked to prepare another report that updates the Justices on the status of the matter.

Attachment A



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

February 8, 2005

The Honorable Milton L. Mack, Jr.
Chief Judge
Wayne County Probate Court
1305 Coleman A. Young Municipal Center
Two Woodward Avenue
Detroit, Michigan 48226-3447

Dear Chief Judge Mack:

A draft of the Delinquent Fiduciary Report is enclosed for your review prior to next month's meeting.

If you have any questions or comments on this draft report, please contact Dawn Monk directly at 517-373-2222, or by e-mail at monkd@courts.mi.gov.

Sincerely,

Carl L. Gromek

fsg

Enclosure

cc: Chief Justice Clifford W. Taylor

Attachment B



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: September 27, 2005
TO: Friends of the Court
FROM: Carl L. Gromek
RE: SCAO Administrative Memorandum 2005-03 (Supercedes 2004-14)
Medical Policy for Friends of the Court

The State Court Administrative Office (SCAO), and specifically SCAO's Friend of the Court Bureau, develops guidelines for the conduct, operations, and procedures of all friend of the court (FOC) offices. Each FOC shall take all necessary steps to adopt office procedures to implement the recommendations of the bureau. See MCL 552.503(7), which is attached for your convenience.

State and federal laws, policies, and regulations govern the establishment and enforcement of divorced or never married parents' medical care obligations for their children. This policy outlines the criteria and steps to establish and enforce medical support obligations in child support orders in FOC cases.

Should you have any questions regarding this policy, you may contact Dan Wright at (517) 373-5975, or by e-mail at wrightd@courts.mi.gov.

DJW/fg

Attachment

cc: Chief Circuit Judges
Presiding Family Division Judges
Circuit Court Administrators
Family Division Administrators

Attachment C

Abbreviations, Acronyms, and Initialisms

Definitions	Examples
Abbreviations are shortened versions of words or combinations of the first letters of words.	<ul style="list-style-type: none"> • Avenue/Ave. • Corporation/Corp. • Hypertext Markup Language/HTML
An acronym is an abbreviation that is formed from the first letters of a series of words. Acronyms are pronounced as words and written without periods.	<ul style="list-style-type: none"> • SAD (Seasonal Affect Disorder) • ZIP (Zoning Improvement Plan) Code • RAM (Random-Access Memory) • AIDS (Acquired Immune Deficiency Syndrome)
An initialism is an abbreviation that is formed by combining the initial letter of each word in a multiword term. Initialisms are pronounced as separate letters.	<ul style="list-style-type: none"> • Federal Bureau of Investigation/FBI • for your information/FYI • post meridiem/p.m. • end of month/e.o.m.

General guidelines for using abbreviations, acronyms, and initialisms are listed below.

Guidelines	Examples
When introducing an unfamiliar abbreviation for the first time, write the full term first, followed by the abbreviation in parentheses. Then you may use the abbreviation alone. For long documents, write out the full term and abbreviation at the start of major units, such as chapters.	<ul style="list-style-type: none"> • The National Aeronautics and Space Administration (NASA) has accomplished much in its short history. • During winter, many people in the northern states experience a gloomy feeling known as the Seasonal Affect Disorder (SAD).
Write acronyms in capital letters without periods. The only exceptions are acronyms that have become accepted as common nouns, such as laser and scuba.	<ul style="list-style-type: none"> • ASAP As Soon As Possible • AWOL Absent Without Leave • KISS Keep It Simple Stupid • FIFO First in First Out
Initialisms may be written in either uppercase or lowercase. Generally, use periods for lowercase initialisms but not for uppercase ones. Two exceptions are geographic names and academic degrees.	<ul style="list-style-type: none"> • EOM/e.o.m. • TBD, YTD • U.S.A. • M.B.A.
Abbreviate titles before and after names. However, Rev. and Hon. (for Reverend and Honorable) are not titles; they are adjectives. In formal text, do not abbreviate these titles.	<ul style="list-style-type: none"> • Mrs., Mr., Ms., Prof., Dr., Rep., Sen. • Sr., Jr., Ph.D., M.D., B.A., M.A., D.D.S. • the Reverend Alan B. Darling, the Honorable Francisco Gonzales

Guidelines	Examples
Abbreviate names of <ul style="list-style-type: none"> • familiar institutions • countries • corporations • famous people • very familiar objects or terms 	<ul style="list-style-type: none"> • UConn, MIT, UCLA, CIA, FBI, NATO • U.S.A., U.K. • IBM, CBS, NPR, CNN, ITT • LBJ, FDR, JFK, MLK • TV, VCR, CD-ROM, A.M., P.M.
Abbreviate terms of mathematical units, with a space between the number and the abbreviation. However, there is no <i>s</i> after such abbreviations even when the plural is indicated. Also, do not use a period with such abbreviations except for <i>in.</i> when it might be confused with the preposition <i>in.</i> When the term of measurement is used as a modifier, put a hyphen between the number and the term of measurement.	<ul style="list-style-type: none"> • 15 in., 15 ft, 15 kg, 15 m, 15 lb • 15-ft board, a 6-lb line
Abbreviate long, common phrases. Such abbreviations may be used without periods.	<ul style="list-style-type: none"> • IQ (Intelligence Quotient), rpm (revolutions per minute), mph (miles per hour), and mpg (miles per gallon)
Abbreviate words used with numbers. Either lower or upper case letters can be used with A.M., a.m., P.M., p.m. The abbreviation B.C. (before Christ) is used <i>after</i> the date; A.D. (<i>anno domini</i>) appears <i>before</i> the date.	<ul style="list-style-type: none"> • He left at 2:00 a.m. • She was born in 1520 B.C.
Abbreviate names of states and territories in references and addresses, but <u>not</u> in normal text. Do not use periods with state abbreviations. Abbreviate "Saint" in U.S. place names. When the word Saint is used to refer to a holy person, spell out the word. If an institution is named after a saint, spell out the word <i>Saint</i> unless you have some reason to save space.	<ul style="list-style-type: none"> • CT, NY, NJ, MI • St. Louis and St. Petersburg, Florida, and the St. Lawrence River • Saint Theresa, Saint Francis of Assisi • Saint Francis Hospital, Saint Joseph College, Saint Joseph's University
To form a plural of an abbreviation, add an <i>s</i> , without an apostrophe.	<ul style="list-style-type: none"> • TVs, VCRs, CDs
Use a period after some abbreviations. But, do not add an additional period if a sentence ends with an abbreviation.	<ul style="list-style-type: none"> • M.D., U.S.A., etc.

Writing Lists and Using Articles with Abbreviations and Acronyms

Lists can save time by allowing you to see at a glance specific items, questions, or directions. Lists also help readers by breaking up complex statements and allowing key ideas to stand out.

Format	Examples
Use numbers when rank or sequence is important, such as in step-by-step procedures.	Turn on the computer as follows: <ol style="list-style-type: none"> 1. Press the On/Off button. 2. Click on the Start icon. 3. Enter your password.
Use bullets or another typographical device when rank or sequence is not important. For sublists, use hyphens.	The following items need to be reviewed: <ul style="list-style-type: none"> • Agenda • Meeting minutes • Plans for upcoming event

General guidelines for writing lists are provided below.

Guidelines	Examples
Use only words, phrases, or short sentences. As a result, all the items are balanced, i.e., all points are relatively equal in importance and are of the same general length.	Community service includes: <ul style="list-style-type: none"> • Cleaning city sidewalks • Serving food at the homeless shelter
Follow a parallel structure. When using a list that consists of phrases and clauses, begin each phrase or clause with the same part of speech.	Upon hearing a guilty verdict, the defendant: <ul style="list-style-type: none"> • Sobbed uncontrollably • Stuttered the word "sorry" • Fell to the ground
Structure and punctuate the lead-in correctly. The most common lead-in consists of a grammatically complete sentence followed by a colon.	The attorney offered the following statements in defense of his client: <ul style="list-style-type: none"> • My client was not at the scene of the crime. • The police arrested the wrong person. • There is no proof that my client committed any crime.
If you cannot use a grammatically complete lead-in, use a colon, a dash, or no punctuation at all.	The attorney stated that his client: <ul style="list-style-type: none"> • did not cause the accident • acted properly immediately after the accident • reported the accident to the police

Guidelines	Examples
If the items are complete sentences, use an uppercase letter at the start and a period at the end.	See the list above that is introduced by a grammatically complete lead-in.
If the items are sentence fragments, you may use a lowercase or uppercase letter at the start, but do not use a period or comma at the end.	See the list above that is introduced by a grammatically incomplete lead-in.
If the items are fragments followed by complete sentences, use an uppercase letter in the first word of the fragment and end it with a period. Then write complete sentences with a period at the end.	<p>The new facility offers the following advantages:</p> <ul style="list-style-type: none"> • Lower leasing costs. The lease will cost \$2,000 per month. • Shorter commuting distance. The average time would drop to 20 minutes. • New equipment. Workers will be more productive with the new machines.

General guidelines for using the definite article “the” with abbreviations and acronyms are provided below.

Guidelines	Examples
If you don’t use “the” with the full term, don’t use “the” with the abbreviation or acronym.	General Motors makes vehicles. GM makes vehicles.
If an acronym is formed from a name beginning with “the,” generally don’t use “the” with the acronym. However, there are always exceptions.	<ul style="list-style-type: none"> • The National Aeronautics and Space Administration becomes NASA • Some exceptions: the FBI, the CIA
<p>If an abbreviation or acronym is used as a noun, consider its most commonly accepted pronunciation.</p> <ul style="list-style-type: none"> • Don’t use “the” if it sounds better that way, i.e., it can be pronounced as a word. • Use “the” if it sounds better that way. 	<ul style="list-style-type: none"> • SCAO provides extremely valuable services to the entire judiciary organization. • AIDS has become a worldwide epidemic. • The MTA runs trains all day and night. • The FBI works closely with the CIA.
If an abbreviation or acronym is used as an adjective with a singular word, use “the.”	The SCAO staff makes everything run smoothly.
If an abbreviation or acronym is used as an adjective with a plural word, don’t use “the.”	SCAO guidelines state that all written correspondence must be proofread first.

Attachment E

ONE WORD

words that begin with: anti,
co, non, post, pre, and re unless
followed by a number or a
capital (pre-World War II,
post-1945)

alongside
audiotaped

backlot
backseat
bindover (noun)
bloodstain
bloodstained
boyfriend
bypass

cannot
cardiovascular
chairperson
clearcut
closeup
cocounsel
codefendant
coowner(s)
copay & copayment
counterargument
counterclaim
countercomplaint
coworker

evenhanded
evenhandedly
evenhandedness
extramarital
eyewitness

fireman
fistfight
floodgates

girlfriend
goodwill (noun)
grandfathered
guardrail

gunshot
handcuffs
hereunder
laptop
layoff (as noun)
lienholder
lineup
longstanding

midtrial
moneymaking
multifaceted
multistage
multivehicle

noneconomic
nonfinal
nonparty
nonprofit
nontaxable

ongoing
otherwise
overridden

pipelines
postarbitration
predate
preempt
preorganization
prepay
preseason
preschool
pretrial
posttrial
prorate

quitclaim

racecourse
ratemaking
reemploy
reenact
replat

rewrite
rulemaking

salespeople
secondhand
semiautomatic
setoff (noun)
snowbank
snowpile
statewide
subleasing
sublessee

taillight(s)
takeoff (verb)
taxicab
teenaged
thereunder
titleholder
tortfeasor

videotape

website

TWO OR MORE WORDS--no hyphen

a pickup truck
a third party
an audiotaped confession
audiovisual equipment

back lot
bind over (verb)
blood alcohol level
blood alcohol test
blood sample
blood stain
blood test
blood type
blood typing
bulk sale

class action
cold blooded

common law (noun)
common sense
confession was audiotaped

day care
decision maker
distributed pro rata

every day
ex parte

felony murder (noun)
fiber optic
fire fighter
fire man
front lot

good faith
Good Samaritan doctrine

Health care
heart rate

inasmuch as
in as of itself

lay off (as verb)

no man's land

one hundred weeks

parking lot
pro rata
pro rata clause
pro rata share
pro tempore
public duty doctrine
(unless in quote)

rest room
rule maker

seat belt
set off (verb)

tape recordings
third party
time frame
time line
under way
vice president

work force
work place
work site

HYPHENATED

baby-sit
baby-sitter
break-in
by-product

common-law offense
cross-action
cross-appeal
cross-appealed
cross-appellant
cross-claim
cross-examination
cross-motion

fact-finder
fact-finding (as adj or noun)
felony-firearm

gender-based

house-sitting

nun-chucks

outcome-determinative

part-time

rights-of-way

second-guess
subject-matter jurisdiction

third-party action
time-barred
twenty-three-year-old
plaintiff (as adj)

well-being
well-defined
well-established rule
well-recognized
work-related injury

x-ray

zero-tolerance

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